

# ONLINE IRG PUBLIC QUICK REFERENCE GUIDE

## **ENTERING THE IRG**

### **How do I enter the IRG?**

1. Go to the OCSE Home Page (<http://www.acf.dhhs.gov/programs/cse/>).
2. Click on the **Online Interstate Roster and Referral Guide (IRG)** link, which is listed in the Facts and Descriptions section. The “IRG Public Map Page” screen displays.

## **STATE PROFILES**

### **How do I view a State Profile?**

1. Go to the “IRG Public Map Page” screen.
2. Click on a State. The State’s profile appears.
3. Use the scroll bars or section jumpers to view the sections.

### **How do I view State Lien or MSFIDM Information?**

1. Go to a State profile.
2. Click on either the **View State Lien Information** link or the **View State MSFIDM Information** link.

### **How do I download a State Profile?**

1. Go to the State profile.
2. Press the **Download** option on the task bar. The standard Windows “Save As...” window appears asking you where you would like to save the file.
3. Choose the directory in which to save the file and the filename. The default filename is the two-letter State abbreviation.dat (e.g., AL.dat). This is an ASCII text file, which can be opened in any word processing program.

### **How do I download all State Profiles?**

1. Go to the “IRG Public Map Page” screen.
2. Press the **SPS Download** button on the IRG Public Map Page. The standard Windows “Save As...” window appears asking you where you would like to save the file.
3. Choose the directory in which to save the file and the filename. The default filename is SpsAllStates.dat. This is an ASCII text file, which can be opened in any word processing program.

### **How do I print a State Profile?**

1. Go to the State profile.
2. Press the **Print** option on the task bar. A dialogue box appears.
3. Press **OK** to print. The standard Windows “Print” window appears. Press **Cancel** to go back to the State profile without printing.

## **ADDRESSES AND FIPS CODES**

### **How do I view a State Address?**

1. Go to the “IRG Public Map Page” screen.
2. Click on the **FIPS codes/Addresses** radio button.
3. Click on a State. The “Addresses and FIPS Codes” screen appears.
4. Press the **State** button on the Navigation Panel. The “Select State Addresses” screen appears.
5. To search by Address Type, select an Address Type from the drop-down list and press the **Address Type Search** button. The “View State Address Data” screen appears.
6. To search by Contact Name, select a Contact Name from the drop-down list and press the **Name Search** button. The “View State Address Data” screen appears.

### **How do I view a County Address?**

1. Go to the “IRG Public Map Page” screen.
2. Click on the **FIPS codes/Addresses** radio button.
3. Click on a State. The “Addresses and FIPS Codes” screen appears.
4. Press the **County** button on the Navigation Panel. The “Select County Addresses” screen appears.
5. To search by County, select a County Name from the drop-down list. Optionally narrow the search by selecting an Address Description. Press the **County Search** button. The “View County Address Data” screen appears.
6. To search by Contact Name, select a Contact Name from the drop-down list and press the **Name Search** button. The “View County Address Data” screen appears.

7. To search by City, select a City from the drop-down list and press the **City Search** button. The “View County Address Data” screen appears.

### **How do I view an International Reciprocity Address?**

1. Go to the “IRG Public Map Page” screen.
2. Click on the **OCSE/International Addresses** link at the top of the screen. The “Addresses and FIPS Codes” screen appears.
3. Select a country from the drop-down list on the Navigation Panel.
4. Press the **International** button on the Navigation Panel. The “View International Address Data” screen appears.

### **How do I view a Central OCSE Address?**

1. Go to the “IRG Public Map Page” screen.
2. Click on the **OCSE/International Addresses** link at the top of the screen. The “Addresses and FIPS Codes” screen appears.
3. Press the **Central-OCSE** button on the Navigation Panel. The “Select Central OCSE Address” screen appears.
4. Select an Address from the drop-down list and press the **Search** button. The “View Central Address Data” screen appears.

### **How do I view a Regional OCSE Address?**

1. Go to the “IRG Public Map Page” screen.
2. Click on the **OCSE/International Addresses** link at the top of the screen. The “Addresses and FIPS Codes” screen appears.
3. Select a Region from the drop-down list on the Navigation Panel.
4. Press the **Regional-OCSE** button on the Navigation Panel. The “View Regional Address Data” screen appears.